

EMPLOYMENT OPPORTUNITY

Guaranteed Education Tuition (GET) Special Assistant to the GET Director

This position closes at 5:00 p.m. on June 22, 2006

Washington Higher Education Coordinating Board

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the legislature and governor on higher education policy and administers all of the state's student financial assistance programs. The board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the governor and legislature. The board also approves new degree programs offered by the public four-year institutions of higher education and administers other postsecondary programs that serve the public.

About the Guaranteed Education Tuition (GET) Program

The Higher Education Coordinating Board administers Washington State's prepaid college tuition program known as the Guaranteed Education Tuition (GET) program. The GET program allows families to purchase tuition units now, for use at a later date. These funds are invested and the purchaser is guaranteed a return, which will cover tuition at some future date. The Committee on Advanced Tuition Payment, commonly referred to as the GET Committee, governs the program. The committee is composed of the executive director of the Higher Education Coordinating Board, the State Treasurer, the director of the Office of Financial Management, and two citizen members. More information about the program can be found at www.get.wa.gov.

General Position Description

This position will primarily provide direct confidential support to the GET director and GET committee, including organizing and scheduling meetings, travel arrangements and general office support; provide regular updates and maintain the GET web site; act as project manager over major program activities and projects as well as special projects, as assigned; supervise the publication of all program materials, including complex reports, and coordinate with the State Printer; communicate and problem solve program issues with customers, legislators and agency staff.

This is a full time exempt position. During the busy months of the program enrollment period (February-April) and when otherwise necessary, the hours may vary and include some evenings and weekends. Occasional travel is necessary to carry out the responsibilities of the position.

Minimum Qualifications

Education and Experience

- Three years of experience as an executive assistant, project manager or related position.
- Bachelor's degree in business administration, public administration or closely allied field.
Two years additional directly related experience can be substituted for a Bachelor's degree.

Skills, Knowledge and Abilities

- Demonstrated proficiency with Microsoft Office products including Microsoft Word, Excel, Access, PowerPoint, Microsoft Outlook and Internet searching.
- Knowledge of administrative procedures, correspondence preparation, and state and departmental policies.
- Experience in positions requiring a high degree of accuracy and attention to detail.
- Demonstrated ability to organize and manage multiple complex tasks.
- Experience in positions that require a high degree of diplomacy and confidentiality.
- Ability to work independently and to set priorities and timelines.
- Ability to prepare coherent and meaningful reports; write clearly and effectively.
- Ability to apply and interpret laws, policies and procedures; use good judgment in evaluating and making decisions; communicate effectively and in a professional manner.

Desired Qualifications

- Experience working collaboratively in teams.
- Experience updating and publishing web sites.
- Ability to effectively direct the work of others.
- Experience working with a policy or other governing board or committee.

Salary Range and Benefits

The salary for this position is \$4,071 to \$5,199 per month, depending upon qualifications and experience. Benefits include comprehensive health and insurance provisions, federal social security and state retirement contributions, vacation and sick leave programs.

How to Apply

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. **Letter of Application.** A letter of application which addresses how your background meets the required skills, knowledge and abilities, and has prepared you to perform the responsibilities described in this announcement.
2. **Writing Sample.** A sample of your ability to independently write reports, correspondence or other business related written materials from a previous job position.
3. **Resume.** A current resume including work experience and education, including complete dates (month and year) and salary history.

- 4. References.** A list of names, current addresses, and current telephone numbers of three recent employment references.
- 5. Authorization to Release Information form.**
- 6. Affirmative Action form (optional).**

Initial screening will be based solely on the information contained in your application. You should keep a copy of your application for your files.

Submit your completed application materials to:

Kerri McConnell
Human Resource Representative
Washington Higher Education Coordinating Board
917 Lakeridge Way SW
P.O. Box 43430
Olympia, Washington 98504-3430

Application Closing Date

This position closes on June 22, 2006 at 5:00 p.m. Interviews will be scheduled the week of June 26th. The position is expected to begin on or about July 17th. Applications may be mailed or delivered to the above address, or faxed to (360) 704-6257. They may also be submitted in electronic format to: humanresources@hecw.wa.gov, please type "Special Assistant to the GET Director" in the subject line. Please be aware that an authentic signature is still required on the information release form when submitting materials in electronic format.

The Higher Education Coordinating Board is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at 360-753-7802 as early as possible regarding any assistance you may require.



AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Higher Education Coordinating Board, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Higher Education Coordinating Board to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: _____

Printed Name

Signature

Date



Affirmative Action Data Sheet

Please complete and return this form with your employment application package.

Name: _____

Position: _____

Check the item that best describes how you heard about this position.

<input type="checkbox"/> Friend or neighbor	<input type="checkbox"/> HECB Job line/ Web site	<input type="checkbox"/> Newspaper or other publication*
<input type="checkbox"/> Department of Personnel		
<input type="checkbox"/> Other State Agency*	<input type="checkbox"/> Other	<input type="checkbox"/> An organization electronic notice*

*Please specify web site, organization, newspaper, publication or "other" source here:

The Higher Education Coordinating Board is an equal opportunity employer. The Board's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Board requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially

Please check any/all of the following that apply:

<input type="checkbox"/> Male	<input type="checkbox"/> African American/Black	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> Female	<input type="checkbox"/> Asian/Pacific Islander	(served 180 days or more between 2/28/61
<input type="checkbox"/> Age 40 or older	<input type="checkbox"/> Caucasian/White	and 5/7/75 and does not have a
<input type="checkbox"/> Person with a disability	<input type="checkbox"/> Hispanic/Latino	dishonorable discharge)
	<input type="checkbox"/> Native	<input type="checkbox"/> Special Disabled Veteran
	American/American	(30% or more disability)
	Indian/Alaska Native	